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## **MEETING NOTICE**

**WELCOME! We are very glad you have joined us for today's meeting. If you are not on the agenda and would like to speak at the meeting and address the Board, please fill out an appearance form and hand it to the Board Secretary. When you are recognized, state your full name, address, and speak directly into the microphone. The Board is pleased to hear relevant comments; however a 5-minute limit is set by City Code. Large groups are asked to name a spokesperson. Robert's Rules of Order governs the conduct of the meeting.**

A meeting of the Community Redevelopment Agency Advisory Board will be held Wednesday, April 25, 2018 at 3:00 p.m., City Hall, Fifth Floor Megabyte Conference Room, 400 South Orange Avenue, Orlando, Florida.

## **AGENDA**

1. Call Meeting to Order
2. Roll Call
3. Approval of Minutes - Approval of March 28, 2018
4. Parramore Update – Walter Hawkins, Director of Urban Development
5. Public Comment
6. New Business
  - a. Downtown Holiday Light Decorations – Mercedes Blanca, Project Manager
7. Date of Next Meeting – Thursday, May 24, 2018 at 3:00 PM, in Manatee A & B Conference Room
8. Adjournment

Persons wishing to appeal any decision made with respect to any matter considered at the Community Redevelopment Agency Advisory Board meeting, will need a record of the proceedings; for this purpose, such person may need to ensure that a verbatim record of the proceedings is made to include the testimony and evidence upon which the appeal is to be based. Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office 24 hours in advance of the meeting at 407-246-2251

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Downtown Development Board/Community Redevelopment Agency  
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Phone: (407) 246-2558 Fax: (407) 246-3359 www: downtownorlando.com



## **MEMORANDUM**

**TO:** Wendy Connor, Chair  
Bill Lambert Vice Chair  
Jamie Barati  
Doug Taylor  
Eugene Jones  
Terry Delahunty  
Commissioner Victoria Siplin

**FROM:** Thomas C. Chatmon Jr., Executive Director of the Downtown Development Board/Community Redevelopment Agency

**DATE:** April 25, 2018

**SUBJECT:** Agenda items to be considered at the Community Redevelopment Agency Advisory Board Meeting for Wednesday, April 25, 2018.

### **Approval of Minutes:**

Staff will be available to answer any questions prior to Board consideration of approving the minutes of the March 28, 2018 Community Redevelopment Agency Advisory Board Meeting.

**Parramore Update:** Walter Hawkins, Director of Urban Development

### **Public Comment:**

### **New Business:**

- a. **Downtown Holiday Light Decorations – Mercedes Blanca, Project Manager**  
Community Redevelopment Agency (CRA) staff is interested in purchasing downtown holiday light pole decorations for the 2018 season. The selected option is a 42” custom snowflake light constructed of powder coated aluminum and pure white LED lights, which is solely manufactured by Blachere Illumination. This option would match holiday lights that were previously purchased to replace 20-year-old decorations that had significantly deteriorated.

Staff suggests purchasing 143 units for a total price, including packing and shipping, of approximately \$116,470. These lights would be displayed in various high-traffic corridors throughout downtown, including, but not limited to, Orange Avenue, Central Boulevard, and Church Street.

Staff is requesting that the CRA Advisory Board recommend to the CRA that it authorize the City’s Director of Procurement to issue a purchase order to Blachere Illumination

USA, Inc. in the amount of approximately \$116,470, subject to the review and approval of the City Attorney's Office.

**Date of Next Meeting:** The next CRA Advisory Board meeting will be held Thursday, May 24, 2018 at 3:00 pm in the Manatee A & B Conference Room.

**Adjournment**